Expense Report

Company Name [Your Company Name]

Date

DATE	PAYMENT METHOD	CATEGORY	PAID TO	PAID BY	DESCRIPTION	GST (if any)	TOTAL PAID
When was the expense paid?	Type the payment method here	What type of expense was incurred?	Enter the name of the business or person you've paid	Enter any relevant employee IDs	i.e. 'office furniture - two chairs'		
	[eg, Cash]	[eg, Entertainment]					
	[Check]	[Freight & courier]					
	[Corporate card]	[Vehicle expenses]					
	[Credit]	[Office expenses]					
	[Online banking]	[Travel]					
		[General expenses]					

TOTAL AMOUNT	$ 0.00
TOTAL GST	$ 0.00
LESS DEDUCTIONS	

TOTAL	$ 0.00

APPROVED BY:

EMPLOYEE NAME:

EMPLOYEE ID:

Additional notes Don't forget to attach any additional receipts

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